

Job Aid

Importing Content into ELM and Attaching it to a Class

This job aid will review how to import content into the ELM Content Library. It will then review how to attach that content into the Activities section of a class.

Importing Content into ELM

First, you must upload your content files into the Content Library so that you can then attach it to your course/class.

To import content into ELM:

1. Navigate to the sandwich bar in the top left corner of ELM. Select “Admin”, then “Learning Admin”.
2. Click on “Manage Content” and navigate to your designated folder in the “Content Library” .
3. Select your folder from the Production Repository

The screenshot displays the ELM Content Library interface. At the top, there is a navigation bar with tabs for ADMIN HOME, PEOPLE, HR, LEARNING (highlighted), ECOMMERCE, and ANALYTICS. On the left, a sidebar menu lists various management options, with 'Content Library' selected. The main content area is titled 'Content Library' and features a 'Browse' button and a search field. Below this, the 'Production Repository' section shows a table with columns for 'Item' and 'Actions'. A folder named 'CUIMC Learning' is listed under the 'Production' category. A callout box points to this folder with the text 'Select your folder here'. To the right, the 'Contents' section displays a table of items. A callout box points to this table with the text 'This is a list of all content in Content Library folder.' The table has columns for Name, Version, Format, and Actions. The items listed are 'CUIMC Learning', 'Proactively Responding_Ja...', and 'Proactively Responding to...'. A 'REFRESH' button is located at the bottom right of the Contents table.

Name	Version	Format	Actions
CUIMC Learning		SCORM Package	
Proactively Responding_Ja...		SCORM Package	
Proactively Responding to...		SCORM Package	

4. Click “Import” (on the right in blue next to the word “Contents”)

The screenshot shows the 'Content Library' interface. At the top, there is a breadcrumb trail: 'Admin / Learning / Manage Content / Content Library'. Below this, the 'Content Library' title is displayed. A 'Browse' button is on the left, and a search bar is on the right. The main area is divided into two sections: 'Production Repository' on the left and 'Contents' on the right. The 'Production Repository' section has a table with columns 'Item' and 'Actions'. It lists 'Production', 'DL Testing', and 'Finance Courses'. The 'Contents' section has a table with columns 'Name', 'Version', 'Format', and 'Actions'. It lists 'After Effects Tips and Te...' with format 'AICC'. To the right of the 'Contents' table, there are three small icons (1, 2, 3) and a blue 'Import' button. A red arrow points to this 'Import' button.

5. The “Import Content” screen will appear

The screenshot shows the 'Import Content' screen. At the top, there is a breadcrumb trail: 'Admin / Learning / Manage Content / Content Library'. The screen is divided into three main sections: 'Import Content', 'Import Details', and 'Additional Configuration'. The 'Import Content' section has a 'Content Format' dropdown menu set to 'AICC'. Below it is a large dashed box for file upload with the text 'Drop files here' and a 'BROWSE' button. There is also a 'URL' input field. The 'Import Details' section has four input fields: 'Name' (with 'Name' entered), 'Security Domain' (with 'Columbia' entered), 'Player Template' (with 'Modern 3' entered), and 'Content Server' (with 'Default Saba Content Server' entered). The 'Additional Configuration' section has four input fields: 'Mobile Device Compatibility' (with 'All Devices - Responsive' selected), 'Content Type' (with 'Learning Objects' selected), 'Author' (with 'Author' entered), and 'Version Number' (with 'Version Number' entered).

6. On the “Import Content” screen complete the following fields:

- Select Content Format
Ex: SCORM file (or the format your file is saved as)
- Select “Browse” to upload
- Type in the exact “Name” for your content
- Select the “Security Domain”
Ex: Same as Course/Class level

- Select “Player Template”
Ex: Modern 3 is recommended
 - From “Content Server” select “Default Saba Content Server”
 - Under “Mobile Device Compatibility” select “All Devices – Responsive”
 - Select “Content Type”
Ex: Learning Objects”
- 7. Finally, scroll to the bottom and “Save”**

Attaching Web-Based Content to a Class

Now that your content has been imported into the Content Library, you must return to the class of the Web-Based Training you created, to attach the content (otherwise known as “Activities”).

- 1. To locate the class, navigate to the sandwich bar in the top left > Admin > Learning Admin > Manage Classes.**
- 2. Type in the Class ID (preferred) or Title in the respective fields, then select Search.**
- 3. Click on the class title to select the class and proceed to edit.**
- 4. From the class page, navigate to the Activities tab at the top.**
- 5. Select “Add Activities, then “Attach Content”.**
- 6. A pop-up window will appear.**
- 7. Select “Browse” and locate the folder your content is saved under.**
- 8. Alternatively, you can search for the content by name, via “Search” feature.**

9. Once your content is located, select “Add Activities” from the bottom.

Add Activities: Attach Content

1. Select Content Modules → 2. Add Activities

Formal Content
 Virtual Class Recording

Select content modules to add as activities to How to Create a Course

Note: *Browse view only supports 50 contents per folder. For more please use "Search".

Production Repository

Select	Item
<input type="checkbox"/>	Production
<input checked="" type="checkbox"/>	DL Testing [Folder: 0, Content: 2] <i>Importing Content into ELM</i>
<input checked="" type="checkbox"/>	Finance Courses [Folder: 11, Content: 0]
<input checked="" type="checkbox"/>	L&D [Folder: 1, Content: 5]
<input checked="" type="checkbox"/>	NHO Test Videos [Folder: 0, Content: 11]
<input checked="" type="checkbox"/>	NHO Virtual [Folder: 0, Content: 8]
<input checked="" type="checkbox"/>	PAC Training [Folder: 16, Content: 14]
<input checked="" type="checkbox"/>	PageUp [Folder: 0, Content: 1]
<input checked="" type="checkbox"/>	PPT Course Test [Folder: 2, Content: 1]
<input checked="" type="checkbox"/>	Recordings [Folder: 0, Content: 1]
<input checked="" type="checkbox"/>	TalentLink Training [Folder: 0, Content: 6]
<input checked="" type="checkbox"/>	Testing [Folder: 0, Content: 19]

Add activities: Attach Content

1. Select Content Modules → 2. Add activity details

Add activities for the selected modules.

Name	Activity type	Required	Status	Sign Off	Passing Score	Attempts on Content	Consider for overall score
Lower Case Hipaa Test	Training Content	Required	Enabled			Unlimited	<input checked="" type="checkbox"/>

Use pre-test as post-test

Now, you must designate activity details from the dropdowns on the “Attach Content” screen.

10. Suggested selections are:

- “Activity Type” – ex: Training Content
- “Required” – ex: Required
- “Status” – ex: Enabled
- “Attempts on Content” – ex: Unlimited, unless you want to set a Limited amount.
- Finally, select “Save”.

You should now see your content listed under the “Activities” section.

Add activities: Attach Content

1. Select Content Modules → 2. Add activity details

Add activities for the selected modules.

Name	Activity type	Required	Status	Sign Off	Passing Score	Attempts on Content	Consider for overall score
Lower Case Hipaa Test	Training Content	Required	Enabled			Unlimited	<input checked="" type="checkbox"/>

Use pre-test as post-test

Note: If a course is optional, you still must select, "Required".

Otherwise, it will not appear as "completed" on a learner's transcript.

Should you ever need to edit, delete, or disable the attached content, you will do so by selecting “Actions”.

Activities [Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) |

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		TEST of Content load	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Actions
[Edit activity details](#)
[Disable Content Module](#)
[Disable and Replace Module](#)
[Edit Content Module Details](#)

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11. The final step to attach content to your class is to select “Save and Publish” from the Activities section of the class.

Main Activities Expenses Related Info Policies Notifications

Activities
 Add activities that learners can use to complete this class. Learners must complete all required activities and the number of optional tasks specified below. You can also suggest the sequence in which the activities must be completed.
 Any changes made to activities are not made available to learner registrations and/or completed courses automatically. To make them available, you must save and publish these changes after you are done.
[Save and Publish](#)

Show disabled activities and allow sequencing

[Add Activities](#) | [Change Status](#) | [Print](#) | [Export](#) | [Modify Table](#)

Up	Down	Module Name	Activity Type	Requirement	Details	Actions
		TEST of Content load	Training content	Required	Attempts on Content Allowed: Unlimited Status: Enabled	Actions

Activity Sequencing
 NOTE: Activity sequencing option is applicable for all existing and new registrations.

Suggested - learner need not complete previous activity before attempting the next activity in the sequence.
 Enforced - learner must complete (successfully or unsuccessfully) the previous activity before attempting the next activity in the sequence.
 Enforced with successful completion - learner must complete the previous activity successfully before attempting the next activity in the sequence.

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SAVE AND PUBLISH

Changes to activities and their sequence have been successfully published.

Main Activities Expenses Related Info Policies Notifications